

This quick reference provides first time login instructions for the Alberta Health Services (AHS) Identity & Access Management (IAM) application.

Before you begin, please ensure the following:

- You are an Alberta Netcare Access Administrator (AA) and have received your AHS IAM username by email from eHealth Services.
- You have an RSA SecurID token.

If you do not have a token, contact eHealth Services Provider Support at **1-855-643-8649** for registration information, or fax an updated Netcare AA form which includes a token request.

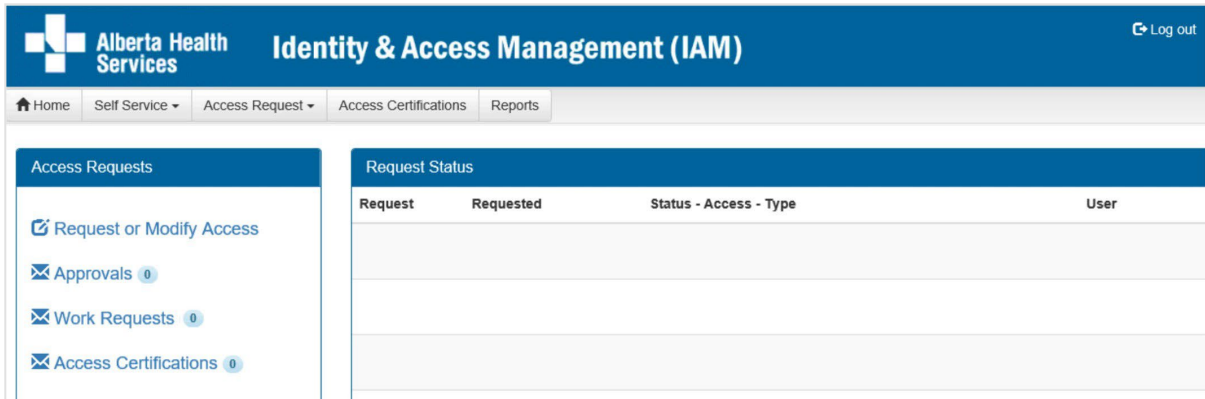
Steps for Logging Into AHS IAM

- Enter the AHS IAM URL in your browser address bar: iam.albertahealthservices.ca

- Enter your user name and passcode from your RSA SecurID token on the AHS remote login page.
- The AHS IAM page displays, requiring entry of your AHS username and a temporary one-time password.

- To request a one-time temporary password, contact the AHS IT Service Desk at **1-877-311-4300** (24/7), choose option 4, then option 1.
 - Log into the AHS IAM application using your username and temporary password.
 - The AHS IAM Password Reset page will appear.
 - In the **Current Password** field, enter your temporary password.
 - Select a new password and enter it twice in the fields **New Password** and **Confirm New Password**. The password can be identical to your ANP password.
- NOTE** If your new password does not meet the password requirements, review the requirements as listed. Create a password that meets the requirements and enter again.
- Click the green **Change Password** button.
 - To complete your AHS IAM account set-up, you are prompted to enter a **Secret Word** and responses to a minimum of five security questions from a list. Your secret word and responses can be used for self-service password resets. Click **Save**.
 - Log into AHS IAM with your **username** and new password.

- 12 The AHS IAM home screen will display, confirming that you have successfully logged in.



The screenshot shows the AHS IAM home screen. The header is blue with the Alberta Health Services logo and the title "Identity & Access Management (IAM)". A "Log out" link is in the top right. Below the header is a navigation bar with tabs: Home, Self Service, Access Request, Access Certifications, and Reports. The main content area is divided into two sections. The left section, titled "Access Requests", contains links for "Request or Modify Access", "Approvals" (with a count of 0), "Work Requests" (with a count of 0), and "Access Certifications" (with a count of 0). The right section, titled "Request Status", contains a table with columns: Request, Requested, Status - Access - Type, and User. The table is currently empty.

Request	Requested	Status - Access - Type	User